

State of Connecticut
DEPARTMENT OF SOCIAL SERVICES
925 HOUSATONIC AVENUE λ BRIDGEPORT, CONNECTICUT 06606

POSTING DATE: August 11, 2006

CLOSING DATE: August 25,

2006

OFFICE ASSISTANT – WATERBURY OFFICE

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

THE DEPARTMENT OF SOCIAL SERVICES IS PRESENTLY RECRUITING FOR AN OFFICE ASSISTANT FOR OUR WATERBURY OFFICE.

OPEN TO: State Employees

BARGAINING UNIT: Administrative Clerical (NP-3)

LOCATION: 249 Thomaston Avenue, Waterbury, CT 06702

SALARY RANGE: \$33,416.00 - \$43,843.00 Annually (CL13)

EXAMPLES OF DUTIES AND RESPONSIBILITIES: May type a variety of materials in relation to other duties or as assigned; enters and retrieves data on computer terminals. Sets up and maintains office procedures, filing and indexing systems and forms for own use. Composes routine correspondence. Compiles and completes recurrent technical, statistical or financial reports requiring judgment in the selection and presentation of data (format). Provides general information and referral services in response to citizen complaints or questions regarding an agency's services or authority; responds to inquiries from other work units or departments/agencies; applies agency policies and state statutes and regulations in determining case status or responding to requests for procedural assistance; may lead lower level employees in carrying out assigned clerical functions. Maintains calendars of due dates and initiates recurring work or special clerical projects accordingly; processes a variety of documents in determining routine case status; exercises discretion in choosing appropriate follow through procedures within defined guidelines including assembling and reviewing incoming materials for accuracy, completeness and conformance to established guidelines and agency policy and procedures.

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

EXPERIENCE AND TRAINING:

Two (2) years' general clerical work experience.

Substitutions allowed: College training may be substituted for the General Experience on the basis of fifteen 15-semester hours equaling six-(6) month's experience.

Note: Candidates must have taken and passed the Office Assistant Exam and be on the current Certification List promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who previously have attained permanent status may apply for lateral transfer.

APPLICATION PROCEDURE: Candidates should forward a completed State of Connecticut Employment Application (Form PLD-1), which can be obtained from the State of Connecticut's Department of Administrative Services website at www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS, to:

LYNN GELZHEISER, PRINCIPAL PERSONNEL OFFICER
Department of Social Services
925 Housatonic Avenue
Bridgeport, Connecticut 06606

NOTE: The Department of Social Services thanks all applicants, but advises that only those selected for interviews will be contacted. Thank you for your interest.

An Equal Opportunity / Affirmative Action Employer

The State of Connecticut is an Equal Opportunity / Affirmative Action Employer and strongly encourages the applications of women, minorities and persons with disabilities.